

## **PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)**

### **Indonesia English Language Study Program, ECA/A/E/EAP-2010-IELSP**

#### **Office of Academic Programs, East Asia and Pacific Fulbright Programs Branch**

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Programs, East Asia and Pacific Fulbright Programs Branch for the Indonesia English Language Study Program. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

## **I. STATEMENT OF WORK**

Responsibilities for this particular project include:

1. **Recruitment and Selection:** The recipient and its Indonesian counterpart will be responsible for the recruitment and selection of approximately 150 Indonesian undergraduate students and a suitable number of alternates for a series of eight (8) eight-week programs in the United States beginning in January 2011 and concluding in December 2011. The complete program duration will span from June 2010 to March 2012 to provide ample time for recruitment and selection of program participants and for the grant close-out process.

Program administration includes but may not be limited to: conducting an open, merit-based competition for exchange participants in consultation with the Public Affairs Section (PAS) of the U.S. Embassy in Jakarta, (including the Cultural Affairs Officer, the Assistant Cultural Affairs Officer for Exchanges and the Assistant Cultural Affairs Officer for Youth) with clearly identified criteria and a formal process for selection; developing plans for in-country outreach and recruitment of undergraduate students that will generate a strong pool of qualified candidates that represent the diversity of Indonesia; administering an effective English language screening process for Indonesian students; and recommending final Indonesian students and alternates for PAS approval.

2. **Pre-Departure Information:** The recipient will be responsible for providing pre-departure orientations in Jakarta before travel begins to the U.S. for all Indonesian undergraduates chosen to participate.

The recipient will be responsible for making pre-departure administrative and academic materials available to participants via a program website and informing participants of the Web address. For participants who do not have Internet access, the recipient should make arrangements to send hard copies of these materials by express mail to the U.S. Embassy or directly to the students, as appropriate. The recipient should try to make as many of the course readings as possible available on the website in

advance of the program. It is expected that during the program the website will be updated regularly to provide changes in the program schedule, additional readings, photos of course activities and other useful information.

The U.S. recipient is requested, as a courtesy, to mail each participant an official welcome letter. Ideally, participants will receive this letter at least six weeks prior to the start of the program.

3. **International Travel and Allowance:** The recipient will arrange the round-trip international travel to the cities/locales of the universities to which the participants are assigned so that they may participate in opening and concluding programs. This will include the purchase and delivery of tickets, as well as all travel necessary in Indonesia to obtain a U.S. visa. The recipient should provide each participant with a travel allowance of \$100 to cover expenses incurred en route to the United States, including airport taxis, food, etc. The recipient will also demonstrate a capacity to work effectively in Indonesia, ensure the security of all participants and manage international travel in consultation with, but without reliance upon the U.S. Embassy in Jakarta. Please note that all travel itineraries must comply with the provisions of the *Fly America Act*.
4. **Participant Arrival and Departure:** The recipient staff should arrange to meet each cohort at the airport upon arrival in the U.S. and arrange transportation to the program site. Visas should be checked at that time and any potential problems reported to the Department of State program officer. The recipient should confirm return international flights for participants one week before departure. As noted above, course staff should arrange to escort all participants to airports for their return travel, and they should remain at the airport until the students have checked bags and entered the appropriate security area.
5. **Medical Treatment:** The program staff should make contingency plans with local health care providers in the U.S. (doctor, dentist, pharmacy, clinic, etc.) for responding to routine health care needs and medical emergencies. Program staff should be prepared to help arrange for appropriate medical treatment and assist participants in filing health benefits claims.

**Special Note:** The applicant organization should demonstrate the capacity to provide participants who may have adjustment or other issues with appropriate counseling and support, as necessary, throughout the course of the program.

6. **Health Coverage:** The recipient will enroll the participants in the DoS Accident and Sickness Plan for Exchanges (ASPE) for the duration of their grant. Prior to the start of the program, the program officer will provide the recipient with informational brochures and any other necessary forms. These items should be given to the participants and discussed with them at the initial orientation program.
7. **Logistical Arrangements and Disbursement of Funds:** The recipient staff will make all arrangements for participant housing, meals, transportation, and other logistical concerns. They will disburse funds (cash, traveler's checks or bank deposits) to participants for living expenses and other authorized allowances in a timely and appropriate manner, and perform the following administrative functions in support of program goals:

- a. Be responsible for the ongoing management and administrative oversight of selected host institutions;
  - b. Provide sub-grants to the selected host institutions to conduct the individual academic programs in support of the Indonesia English Language Study Program;
  - c. Ensure an appropriate level of academic and administrative consistency between and among the various host institution programs;
  - d. Be responsible for fiscal management of all ECA and other funds used in the implementation of its activities;
  - e. Assemble reports from sub-grantees, both financial and program, into a single report that is provided to ECA;
  - f. Keep ECA fully and currently informed about the program being administered, any problems and/or deficiencies which exist, and the necessity for, and progress of, any necessary corrective action;
  - g. Work with ECA to monitor individual host institution programs and resolve any problems in carrying out grant management and program responsibilities;
8. **Alumni Tracking:** The applicant organization should provide a plan for continued follow-on activity (with minimal Bureau support) that insures that Bureau-supported programs are not isolated events. Alumni tracking is critical for the evaluation of the program and for the implementation of worthwhile follow-on activities for alumni. ECA maintains a database of program alumni, and the recipient organization will be required to provide quarterly data submissions via electronic data transfer to the ECA database that are compatible with and meet ECA database standards. The Bureau expects that all recipient organizations will encourage and assist participants in registering and using the State Alumni website ([alumni.state.gov](http://alumni.state.gov)). Proposals should detail how the websites will be promoted to exchange participants and how the recipient organization will facilitate participant registration. While applicant organizations may propose the use of websites for recruitment and selection, pre-departure and re-entry efforts/activities, the Bureau will not fund or support websites and/or website activities that are duplicative or run parallel to alumni/follow-on opportunities on ECA's State Alumni website.
9. **Alumni Follow-on Activities:** Proposed follow-on activities for alumni must be developed in consultation with ECA and PAS, must reflect the goals and objectives of the IELTS Program, and must contribute to overall ECA goals to foster mutual understanding among the people of Indonesia and the United States. The proposal should include an outline of, and timeline for, follow-on alumni programming, information on how it will be coordinated with existing alumni efforts and a description of how long-term linkages with alumni will be fostered and maintained. The applicant should explain how these activities will be integrated with initiatives for alumni of other ECA programs, rather than as isolated events. Alumni activities should be conducted with minimum financial support from ECA and demonstrate cost-sharing by the applicant organization. Please visit <http://exchanges.state.gov/pro-admin.html> and refer to the Proposal Submission Instructions (PSI) for additional information.

## II. PROGRAM SPECIFIC GUIDELINES

### PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

**NOTE:** Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items:

*TAB A - Application for Federal Assistance Cover Sheet (SF-424)*

*TAB B - Executive Summary*

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
  - a. Number and description of participants
  - b. Wider audience benefiting from program (overall impact)
  - c. Geographic diversity of program, both U.S. and overseas
  - d. Fields covered
  - e. Anticipated results (short and long-term)

*TAB C*

*Calendar of activities/itinerary*

*Narrative*

In 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations

3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

*TAB D - Budget Submission*

- 1.) Budget Information – Non-Construction Programs (SF-424A)
- 2.) Detailed Budget (list allowable costs and any other program specific budget issues.)

The proposal must include a comprehensive line-item budget, the details and format of which are contained in the Proposal Submission Instructions (PSI). In addition, the proposal must include a comprehensive budget narrative demonstrating how costs were derived. The budget should start with a summary page that breaks out the program and administrative costs. **The total amount of funding requested from ECA may not exceed \$1,443,000 for the Indonesia English Language Study Program.** The number of participants who will take part should be clearly stated. ECA reserves the right to reduce, revise, or increase the proposed budget in accordance with funding availability and the needs of the program.

Allowable costs for the program include the following:

- 1) Instructional costs (for example: Language program fees, educational course materials);
- 2) Lodging, meals, and incidental expenses for participants;
- 3) Expenses associated with cultural activities planned for the group of participants (for example: tickets, transportation);
- 4) Administrative costs as necessary;
- 5) International and necessary in-country airfare and travel expenses;
- 6) U.S. ground transportation costs to/from airports and for one regional trip for cultural enhancement.

As with other exchange programs, ECA is committed to the containment of costs consistent with overall program objectives and sound management for the Indonesia English Language Study Program. The program budget narrative should cite areas in which economies can be achieved, short of the full, allowable cost, and should document the proposed cost sharing in the most concrete way possible. Administrative and program costs must be cost-shared to the greatest extent feasible. Administrative costs must be kept to a minimum.

Please review the general budget guidance in the attached Proposal Submission Instructions.

*TAB E*

*Letters of endorsement*

*Resumes*

Resumes of all program staff should be included in the submission. No resume should exceed two pages.

*TAB F*

1.) SF-424B, "Assurances - Nonconstruction Programs".

2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

## REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

1. *Quality of the Program Idea*: Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.
2. *Program Planning and Ability to Achieve Program Objectives*: Objectives should be reasonable, feasible, and flexible. A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.
3. *Support of Diversity*: Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).
4. *Institutional Capacity*: Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals.
5. *Institution's Record/Ability*: Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
6. *Follow-on Activities*: Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.
7. *Project Evaluation*: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended.

8. *Cost-effectiveness and Cost-sharing*: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

#### **ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA**

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The award recipient will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

United States Department of State  
Office of Exchange Coordination and Designation  
ECA/EC/D  
SA-5, Floor C2  
Department of State  
Washington, DC 20522-0582

#### **APPLICATION SUBMISSION**

**The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call Shana Leenerts at (202) 632-3213, Office of Academic Exchange Programs/East Asia and Pacific Fulbright Programs Branch; Fax: (202) 632-3213; email: [LeenertsSL@state.gov](mailto:LeenertsSL@state.gov).**